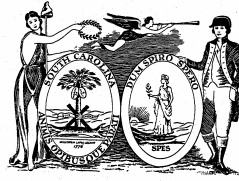


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SAMUEL L. WILKINS
DIRECTOR

MEMORANDUM

TO: Human Resources Directors

FROM: Samuel L. Wilkins, Director
Office of Human Resources

DATE: September 3, 2008

SUBJECT: E-Verify Webinar Schedule Update

Due to technical difficulties, three webinars scheduled to be facilitated by the Department of Homeland Security were cancelled. As a result, we have added two additional dates that webinars will be offered. The following is the revised schedule:

Course Title	Date	Time
E-Verify Webinar	Monday, September 15 th	10am
E-Verify Webinar	Wednesday, September 17 th	10am
E-Verify Webinar	Thursday, September 18 th	10am
E-Verify Webinar	Tuesday, September 23 rd	2pm
E-Verify Webinar	Wednesday, October 1 st	10am
E-Verify Webinar	Tuesday, October 7 th	2pm
E-Verify Webinar	Wednesday, October 15 th	10am
E-Verify Webinar	Tuesday, October 21 st	2pm
E-Verify Webinar	Wednesday, October 29 th	10am

As a reminder, participants will need to register for the webinars by clicking on the link entitled "Webinar Registration" under the Immigration section on OHR's website, or by clicking <http://www.ohr.sc.gov/OHR/employee/course-registration-form.htm>. Registration for each webinar will be limited to 45 call-ins; however, each call-in location may have multiple participants attending simultaneously at the same location. Since each call-in location may have multiple participants attending, **only** the actual person calling in must register for the webinar. Because the webinars are free, please disregard the registration fee amount at the top of the registration form and the cancellation policy at the bottom of the form. Registration will be available on a first-come, first-serve basis. **Participants will need to ensure they are**

registered two days before the webinar they want to attend in order to receive the login instructions. Please note participants will receive an email confirmation message with instructions for logging into the webinar two days before the event and will not receive an automatic response when registering. If the webinar you are attempting to register for is already full, someone from OHR will contact you directly and ask you to select another available date.

The webinars are usually about 90 minutes long and feature a PowerPoint presentation explaining E-Verify, along with a demonstration performing test queries. Due to the number of participants, the question and answer session will be at the end of the demonstration. Participants will need to review the attached Webex instructions for logging into the webinar at individual computers. Participants are encouraged to review the technical requirements and to download the necessary software well before the scheduled meeting time to address any technical issues.

If you have any questions, please contact your HR Consultant at (803) 737-0900.